

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Executive Office of the Mayor
Office on Latino Affairs

Adrian M. Fenty
Mayor

Mercedes Lemp
Director

NEWS FROM THE OFFICE ON LATINO AFFAIRS (OLA)

Job and Community Announcements Anuncios de empleo, Actividades y Reuniones

July 1st, 2010 – July 15th, 2010



1. ° de julio de 2010 – 15 de julio de 2010

THE OLA'S CALENDAR CAN BE VIEWED AT [Office on Latino Affairs](#).

JOB ANNOUNCEMENTS



■ Alcoholic Beverage Regulation

Administration (ABRA)—Reference: 16157—CS-0962-07— **Contact Representative**—(\$37,539 - \$49,275)—**Opening Date:** June 18, 2010---**Closing Date: July 9, 2010**—**Tour of Duty:** 8:15AM - 4:45PM—Open to the Public—**Promotional Potential:** No Known Promotional Potential—**Collective bargaining Unit:** This position is in the collective bargaining unit represented by AFSCME Local 2743 and you may be required to pay an agency service fee through direct payroll deduction.—

Brief Description of Duties: The incumbent explains each program function and requirements; resolves any routine discrepancies individuals may have or answers questions presented by applicants on requirements for permits or licenses. Enters information into the database as appropriate for alcoholic beverage license, renewal and importer's license. Reviews applications and supporting documentation for adherence to requirements, rules and regulations governing a particular request. Maintains files and updates as appropriate for a variety of licenses. Upon approval of application, inputs pertinent information electronically

into the *Accela* system for issuance of the appropriate permit. Notes unusual information. Update files as appropriate for a variety of permits. Answers telephone inquiries. Performs other duties as assigned.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that include the degree to which you possess the job related knowledge, skills and abilities described in the

ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION. **Ranking Factor #1:** Knowledge of the Alcoholic Beverage Regulation Administration and its operating entities in order to inform and direct customers applying for alcohol licenses and provide accurate information to the public. **Ranking Factor #2:** Skill in operating standard software in order to perform daily assignments such as Microsoft Office application and the Accela system. **Ranking Factor #3:** Ability to communicate verbally and orally in order to obtain required information.

Employment Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **Veterans Preference:** Applicants claiming veterans' preference must submit official proof at the time of application. **Drug Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington,

D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700. All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700. **Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. **Posting Cancellation:** A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Job Offers: Official Job Offers are made by the Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.



■ **Department of Employment Services**—16131—DS-0142-11—**Workforce Dev. Spec.** (\$54,633 - \$70,437)—**Opening Date:** June 14, 2010—**Closing Date:** July 2, 2010—**Tour of Duty:** 8:30 AM - 5:00 PM - Monday - Friday Open to General Public—**Collective Bargaining Unit (Union):** This position is in the collective bargaining unit represented by AFGA 1000 and you may be required to pay an agency service fee through direct payroll deduction.—

Brief Description of Duties: The incumbent interviews, registers and occupationally codes ES customers including customers from the Hispanic Community, who may speak little or no English. Ensures that these customers understand the full array of services available to them. Identifies applicants' needs and/or problems to determine appropriate course of action required or referral to be made; and when necessary, refer applicants to appropriate supportive service such as testing, counseling, etcetera. Provides customers with pertinent labor market information, job and/or training opportunities geared to customer needs. Screens applicant files against Job Bank listings and refers qualified customers to employment opportunities. Performs verification and follow up of referral and placement activities. Performs occupational choice and/or change employment counseling and management.

Evaluates results of exams to obtain proficiency and aptitude. Develops and maintains effective working relationships with employers by telephone contact and personal visits, utilizing knowledge of occupational requirements and labor market to develop job openings for specific customers. Special emphasis is placed on employers in Hispanic Community. Participates in the coordination and implementation of activities, including contact with Veteran organizations, related to providing employment services to veterans. Investigates and resolves complaint identified by employers in relationship with the Department of Employment Services. Provides comprehensive employability services, including extensive counseling, to customers requiring individualized assistance on vocational, educational and/or social adjustments problems affecting their employability or satisfactory job adjustment. Collaborates with other organizational units to assure that other manpower services and resources are consistent with customer's needs are made available. Reviews the referrals, recommendations and decisions made by lower graded co-workers and provides advice and assistance to lower graded co-workers. Selects and assembles information from files, records, etc, for use in preparing recurring and non-recurring reports; assists in the analysis and evaluation of data gathered. Perform other related duties as assigned.

Qualifications: Selective Placement Factor #1:

Candidate must be able to fluently understand, speak, read, and write **Spanish**.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.** **Ranking Factor # 1:** Specialized knowledge and broad criteria pertinent to ES programs are required. **Ranking Factor # 2:** Ability to analyze and evaluate client needs, conflicting statements and/or allegations. **Ranking Factor # 3:** Ability to use high

level of ingenuity in developing evidence and information sufficient for positive ES placement/referral.

Ranking Factor # 4: Specialized knowledge and application of manpower methods, practices, techniques and principles are required. Knowledge of office/agency rules, regulations, established policies and procedures related to employer services. **Ranking Factor # 5:** Strong skills in oral and written communication in English and Spanish in order to service the Hispanic Community.

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **Veteran's Preference:** Applicants claiming veteran's preference must submit official proof at the time of application. **Drug Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, D.C. 20001. All inquiries should be directed to HR Answers at (202) 442-9700. All inquiries related to employment and job applications should be directed to HR Answers at (202) 442-9700. **Disposition of Resume:** Resumes received outside the area of

consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. APPLICANTS WILL ONLY BE CONTACTED IF SELECTED FOR INTERVIEW.

Job Offers: Official Job Offers are made by the Department of Employment Services, Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.



■ **Department of Motor Vehicles**

(DMV) —15781—MS-0963-11—Supv Legal

Instrument Examiner (\$56,740 - \$ 79,436) —

Opening Date: April 5, 2010— **Closing Date:** Open until Filled— **Tour Duty:** Rotating Shifts— Open to the General Public— **Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

Brief Description of Duties: This position is located within the Service Centers or Adjudication operation of the department. The incumbent will work in a matrixed organization and be cross trained in the functions of each administration. The administrations consist of functions involving vehicle titling, vehicle registration, driver's licensing and identification and ticket hearing support. The incumbent serves as the primary point of contact between front-line employees and management, with primary responsibility for ensuring the integrity, effectiveness and efficiency of the quality of customer services activities and staff at the customer service facilities. The incumbent will be working in stressful environments where superior customer service skills will be utilized.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. **Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards.

However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **Time-in-Grade Restrictions:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor # 1: Comprehensive knowledge of, and skill in interpreting governing laws, regulations and standards. Knowledge of and skill in applying, comprehensive legal regulations, techniques, and procedures that are not readily understood. Examples include knowledge related to licensing, driver support services, titling, registration, administrative hearings and hearing support. **Ranking Factor #2:** Knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. **Ranking Factor #3:** Superior customer service skills and accustomed to working in an environment where customers' needs determine workflow and processes. Ability to function in a fast-paced, customer-focused, stressful environment using flexibility, humor and "out-of-box" thinking and strategies. **Ranking Factor #4:** Knowledge of, and skill in applying data analysis and other techniques to improve processes and procedures and solve problems. **Ranking Factor #5:** Skill in using both oral and written communications to resolve complex technical and public relation problems. Ability in establishing strong working relationship with management in recommending and implementing solutions to resolve customer service issues.

Other Significant Factors: *Bilingual candidates with effective oral communication skills are encouraged to apply.* **(At-Will):** At-will employment applies to the

Management Supervisory Service (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause. **Displaced Employee Priority Placement:** Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Requirement: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **Veterans**

Preference: Applicants claiming veterans' preference must submit official proof at the time of application.

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Where to Apply (Judiciary Square): D.C. Department of Human Resources (DCHR) Job Center located in the South Lobby at 441 - 4th Street, NW, Washington, [DC 2000](#). All inquiries should be directed to HR Answers at (202) 442-9700. **Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the

purpose of employment, resumes are not considered job. **Posting Cancellation:** A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement. Therefore a [DC 2000](#) job application or online job application is required to be submitted.

Job Offers: Official Job Offers are made by the Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. **Equal Opportunity Employer:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.



■ **Department of Human Services—**
Income Maintenance Administration—CS-187-5 **Social Service Representative** (\$30,577 - \$40,153)—**Bilingual (ENG/SPA)**—Promotion potential; CS-9. **Number of Vacancies: Several**—Open to General Public—This position is in the collective bargaining unit represented by Local Union AFSCME#2401 and you may be required to pay an agency service fee through direct payroll deduction—**Brief Description of Duties:** Positions are located in one of the service centers within the Division of Program Operations, Income Maintenance Administration (IMA). Applies policies, procedures and guides in selected cases of limited difficulty, and recommends actions to authorize, revise, continue, or discontinue financial assistance and other services. Assists in interviewing customers in person or by telephone in order to obtain verification of the evidences of need and eligibility presented by the customer. Inputs and maintains customer information required for all public assistance programs in the appropriate data management systems. Operates equipment such as personal computers, calculators and telecommunication equipment.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the

normal line of progression for the occupation in the organization. **Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **Time-in-Grade Restrictions:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Demonstrated ability to conduct interviews to collect pertinent information and facts from customers. **Ranking Factor #2:** Demonstrated ability to prepare clear concise personal histories and factual reports. **Ranking Factor #3:** Demonstrated knowledge and ability to operate a computer and accurately enter data into various software formats.

How to Apply/Where to Apply: If you are interested to apply please send a copy of your resume and a completed [DC 2000](#) job application to Mr. Jaime Holguin via email at Jaime.holguin@dc.gov. If you have any additional questions please contact Mr. Holguin at (202) 671-4731 or via email at the email address above. For the purpose of employment, resumes are not considered job applications. Therefore a [DC 2000](#) job application or online job application is required to be submitted. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Reemployment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color,

religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.



Office of Human Rights—
15933—MS-0301-14—**Language Access Program Director** (\$88,545 - \$123,963)—**Opening Date:** May 21, 2010—**Closing Date:** Open until Filled—**First Screening Date:** May 31, 2010—**Tour of Duty:** 8:30AM - 5:00PM—Monday - Friday. Open to the General Public. **Promotion Potential:** None—**Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

Brief Description of Duties: Serves as the principal advisor to the Deputy Director and Director of the OHR on all matters pertaining to the Language Access Act. Develops and implements policies, procedures and guidelines to ensure consistency and uniform applicability of the requirements of the Act by all covered entities to include District of Columbia government agencies, departments and programs, as well as government contractors and recipients of city funds that furnish information or render services, programs or activities to the public. Performs other related duties as assigned. **Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. **Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **Time-in-Grade Restrictions:** Time in grade restrictions must be met by the closing date of this vacancy announcement.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you

are applying. You may refer to any experience, education, training, awards, outside activities, etcetera that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Experience working with immigrant groups and communities. **Ranking Factor #2:** Ability to work independently with diverse groups and provide leadership in negotiating with those groups when collaborating in the development of programs and government agendas. **Ranking Factor #3:** Ability to multi-task in the development, administration and reporting of programs. **Ranking Factor #4:** Experience providing supervision and leadership to diverse staff. **Ranking Factor #5:** Ability to research and implement best practices in the area of equal rights for immigrants and language-specific populations.

Other Significant Factors: Proficient in another language is preferred. Priority Consideration—**Displaced Employee Priority Placement:** Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment. **Residency Requirement:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain

bona fide District residency for the 7-year period will result in forfeiture of employment. **Veterans Preference:** Applicants claiming veterans' preference must submit official proof at the time of application. **Drug-Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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Job Offers: Official Job Offers are made by the Office of Human Resources Only. **EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. **Equal Opportunity Employer:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. **Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the

Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.



NATIONAL COUNCIL OF LA RAZA ■ **Account Executive**

The National Council of La Raza (NCLR) – the largest national Hispanic civil rights and advocacy organization in the United States – works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia.

NCLR’s Strategic Communications Group (SCG) is involved in a wide range of activities that support and enhance the work and mission of NCLR. Currently, SCG is responsible for developing and executing three national events a year (Capital Awards, NCLR Annual Conference and the NCLR ALMA Awards). SCG also produces, coordinates, develops, promotes, and sells a variety of smaller meetings, events, and campaigns throughout the year and around the country. Moreover, SCG interacts with a variety of people daily, including professionals in the business of social change, Fortune 500 companies, government officials, civic leaders, and the general public. SCG receives and responds to inquiries about NCLR, the Hispanic market, the Hispanic community, events hosted by sister organizations, and maintains positive active relationships with its various constituencies, clients, and partners.

The Account Executive (AE) is a member of the Sponsorships Team of SCG. The AE works closely with the Director of Sponsorship and implements the fundraising strategy developed in collaboration with the Sponsorships Team leadership and SCG Management. The AE will build relationships with key corporate, government, and nonprofit partners, develop and engage new client categories, and analyze and trend reporting related to fundraising in the nonprofit sector. The AE is responsible for meeting fundraising goals for the year, for each event, as well as personal/professional development goals. The AE should be an innovative thinker motivated by productivity, efficiency, and increased sales potential. The AE should also be able to guide and motivate members of the Sponsorships Team as well as share experience with other teams in SCG and with other NCLR components. The Account Executive reports to the Director of the Sponsorships Team/SCG Management.

RESPONSIBILITIES:

- Assists in generating unrestricted revenue for NCLR through the sale of sponsorships, advertising, exhibit fees, table sales, tickets, etc.; reach and exceed sales goals determined by Sponsorship Team and SCG Management
- Assists in the development and implement strategy to reach sales goals; manage, sustain, and nurture existing relationships; engage new clients; and pursue new fundraising/business opportunities
- Provide event analysis (pre- and post-) of fundraising efforts; identify new opportunities, challenges, and trends; report on statistical history, and provide data reports related to fundraising efforts
- Share experience, offer guidance, and motivate SponsorshipsTeam members, in collaboration and with the support of the Director of Sponsorships, including training and suggestions for team member development
- Work closely with Sponsorships Team leadership and Marketing Team to develop collateral materials/campaigns and other tools that support and enhance fundraising efforts and communicate “value” of partnership with NCLR; integrate clients into campaigns/promotions; and enhance client’s experience as a supporter of NCLR
- Collaborate with Marketing Team to maximize and leverage opportunities with Media partnerships and develop messaging that supports and enhances fundraising efforts and communicates “value” of partnership with NCLR
- Manage an existing customer base (corporate, nonprofit, and government), including but not limited to developing strong client relationships with NCLR, renewing and enhancing participation, communication of the activities of NCLR and SCG, and delivering excellent customer service
- Cultivate a portfolio of prospective clients to expand partner base through research, mail/email campaigns, presentations, cold-calls, trade shows, industry events, etc.; build long-term business relationships to establish residual business
- Work with Sponsorships Team and Business Affairs/Finance to ensure accurate recording of sales and facilitate collection of payments at close of events and close of Fiscal Year

- Work efficiently and effectively; take initiative to work on projects and special activities; and work within tight deadlines in order to fulfill the duties and responsibilities assigned to this position
- Maintain a solid understanding of NCLR, its programs and initiatives, operational structure, history, etc.
- Maintain a solid understanding of the U.S. Hispanic culture, community, consumer, market insights, and market trends
- Provide customer service and logistical support on site at events
- Respond to general inquiries regarding NCLR and SCG events, answer phones, send faxes and email, and other routine office functions
- Perform other duties as assigned

Qualifications

- Bachelor's degree in advertising, marketing, communications, or equivalent experience.
- 2-3 years of sales experience, preferred
- Excellent oral communications skills required; ability to make effective presentations and to serve as an NCLR spokesperson in corporate settings
- Strong interpersonal skills and ability to work as part of a team is important.
- Ability to coordinate logistics of high-level meetings and other events—held locally and long distance—required. Ability to multitask is a must.
- Willingness and ability to travel required.

Equal Opportunity Employer.

SEND COVER LETTER, AND RÉSUMÉ TO

National Council of La Raza
 Raul Yzaguirre Building
 1126 16th Street, NW
 Washington, DC 20036
 Attn: Julie Perez
 Fax: (202) 776-1775
 hrmail@nclr.org
 No phone calls please!

in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families. Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC. NCLR serves all Hispanic subgroups in all regions of the country and has regional offices in Chicago, Los Angeles, New York, Phoenix, and San Antonio. For more information, please visit www.nclr.org.

JOB DESCRIPTION

NCLR is seeking an **Accounts Payable Clerk** for its Washington, DC office. This position is exempt and will reside in the Office of Finance. The AP Clerk is responsible for processing and monitoring payments that are submitted to NCLR from both internal staff and external vendors. The AP Clerk is part of a larger Finance team and must work well with others in order to provide services in an effective and efficient manner. The AP Clerk is responsible for following established processes to ensure that NCLR reimbursements to staff and payments to vendors are made in a timely manner.

RESPONSIBILITIES:

- Coordinate and complete the entire accounts payable process within strictly designated daily and monthly deadlines by working effectively with multiple individuals in a highly tactful, yet precise and professional manner
- Exercise judgment in evaluating completeness and accuracy of invoices submitted for payment, including identifying discrepancies, determining and implementing corrective action to resolve errors in invoice coding, identifying anomalies, and applying payment descriptions and categories
- Accurately and quickly enter data and detect and correct data entry errors
- Understand and apply basic accounting principles related to accounts payable, including payment reconciliation, account code structure, internal control, and purchase order and encumbrance accounting



■ Accounts Payable Clerk

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization

- Accurately apply mathematical principles to calculate appropriate taxes, prepare monthly reports, and reconcile monthly account statements with invoices received
- Organize and prioritize work using knowledge of current office technology, business methods, and personal computer and mainframe applications
- Effectively use Microsoft Office applications

QUALIFICATIONS:

- Bachelor's degree and two to four years of professional work experience
- Demonstrated experience with nonprofit organizations
- Knowledge of accounts payable and basic bookkeeping skills
- Attention to detail and high level of accuracy in preparing and entering financial information
- Excellent customer service skills; demonstrated experience working within a team
- Strong written and oral communication skills and professional attitude
- Strong initiative and ability to work independently
- Ability to manage multiple tasks, prioritize among assignments, meet deadlines, and follow up; must be very organized
- Willingness to learn and follow established processes and to acquire new skills as needed
- Resourceful, flexible, and good at problem solving
- Must be proficient in Outlook, Word, Excel, and PowerPoint; Internet use required
- Promptness, reliable job attendance, and sound judgment essential
- Ability to adhere to NCLR Values: Excellence, Accountability, *Respeto*, and be trustworthy
- Willingness to work occasional overtime
- Bilingual (English/Spanish) ability preferred

MAIL, FAX, OR EMAIL COVER LETTER AND RÉSUMÉ TO:

National Council of La Raza
 Attn: Julie Perez/Human Resources
 1126 16th Street, NW
 Washington, DC 20036
 Fax: (202) 776-1775
 Email: hmail@nclr.org
No phone calls, please.

COMMUNITY ANNOUNCEMENTS



■ DC's 1st Ever...Africa Festival!

Celebrating DC African Communities through Arts and Culture! Saturday, July 10th, 2010 from 12 PM - 6PM at the Takoma Community Center, 300 Van Buren St, NW Washington, DC 20011.

Entertainment provided by:

Soundscapes by DJ Damu & DJ Underdog,
 DJ David,
 Tosin Musik & African Rhapsody,
 Mbutu of Uganda,
 Opera Singer, Abiodun Koya,
 VUSA – Voices of South Africa and the renowned
 dance group *Les Belled d'Afrique* and many more!

Come and enjoy wonderful food, a parade of Flags, bead-making sessions, face/flag painting, live art canvas, entertainment, and a drum jam session!

For more information, please contact the [Office on African Affairs](#) via email at oaa.general@dc.gov, or call them at (202) 727-5634.



■ 2010 [OAPIA](#) Sidewalk Chalk Contest!

This year's theme: "*What Family Means to Me.*"
 Contest open for students—grades 1-12.

Wednesday, July 14th 2010, 1:30PM – 4:00PM at the **Martin Luther King Library**, 901 G Street, NW—
 Nearest Metro: Gallery/Chinatown Metro

Giveaways and refreshments for all participating youth!
 Winners will receive additional prizes! Registration is required. Register by July 9th, 2010. To register, please contact the Office on Asian Pacific Islander Affairs at (202) 727-3120, or send an email message to Ngoc Trinh at ngoc.trinh@dc.gov.



■ **Programa de aprendiz en**

la construcción y edificaciones verdes— ¡Obtenga nuevas habilidades de trabajo para el 2010!

Temas a cubrir en la Construcción Ecológica (*Green Building*):

● Solar Panel (Fotovoltaica) ● Viviendas Sustentable y Eficiente (*Weatherization*) ● Electricidad Básica Residencial ● Entrenamiento Especializados (Tratamiento del Plomo y OSHA -10, *First Aid*-CPR- Primeros auxilios)

Requisitos: Residentes de MD y DC (presente documentos con dirección), abierto para hombres y mujeres, inglés básico.

Para inscribirse llame a los siguientes números: (202) 939-2426/939-2427— **¡Inscríbese inmediatamente, cupo limitado hasta agosto 2010!**



■ **Professional**

Counseling Education Program—A training program in preparation for counseling persons with substance abuse illnesses. **New session starting July 7th, 2010**—240 Contact Hours—\$2,060 Tuition (includes \$50 Registration Fee)—Tuition is payable in 6 monthly installments of \$335.

Classes include: Ethics and Professional Development°Human Development°Pharmacology°Signs & Symptoms°Individual and Group Counseling°HIV/AIDS/Infectious Diseases°Mental Health Disorders°Rules and Regulations°Twelve Core Functions°Field Practicum Preparation°Relapse Prevention°Addictions and Criminal Justice System°Surviving Chaos and Trauma°Family and Crisis Intervention°Assessment with the ASI.

Faculty: The instructors for the Professional Counseling Education Program are highly qualified, credentialed and experienced professionals. **Class Schedule:** **Next session of classes begins JULY 7, 2010**—Classes are held on Monday, Wednesday and Friday evenings from 6:30-9:00 pm and on 11 Saturdays from 9:00 am to 4:30 pm. Classes end in December 2010

Location: The James Cardinal Hickey Center, 924 G Street, NW_Washington, DC 20001 (Between Metro Center and Gallery Place Metro Stations).

Call or Email for an Application:

Nancy Butler, Ph.D., Director, 202-772-4316, nancy.butler@catholiccharitiesdc.org

Office Hours: Monday and Wednesday evenings 5:00 to 9:00 pm—The Catholic Charities Institute is an Approved Provider by the DC APC

Classes may be transferred to Catholic University's Metropolitan School of Professional Service.



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS ■ **SAVE THE DATE!**

Annual Beautification Day
Saturday, August 21st, 2010
8:00AM – 1:00PM

Volunteers are needed to beautify our schools!

Help us paint doors, plant flowers and pick up trash before the first day of school.

Online registration for volunteers begins **June 21st, 2010** at www.dcps.dc.gov.

DCPS Beautification Day was established in 2005 as the official day for a city-wide "spruce up" of all DC public school buildings and grounds in preparation for the opening of schools



Don't forget to follow us on